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# P2P Coaching

# Admissions and Fees Policy

P2P provide care for children between the ages of 5 and 12, primarily serving the children of RGS Prep School.

Places are offered on a first-come first-served basis. When all places have been filled, the online booking form will be closed, with the following order of priority:

## Registration

Parents or carers must view all the policies and vital information on the P2P website before attending. The information includes:

* Details of the **Admissions and Fees** policy
* Booking form, medical form, parent contract, and privacy notice.
* **Behaviour Management** policy
* **Complaints** policy

The child will be able to attend the camp as soon as all the completed booking forms are received.

## Booking procedure

Parents must book online by completing the booking form. All necessary paperwork must be completed in full including the registration, medical, booking confirmation and photo permission before their children can attend P2P.

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one week’s notice in writing is required. P2P may have the capability to provide refunds and issue credits for exceptional circumstances.

## Fee structure

**Camp fees**

**£40 per day**

**£135 for all 4 days. £170 for all 5 days**

**Early drop off from 8.20am - £10**

**Late pick up 3.30 - 4.45pm - £10**

* Fees are payable in advance.
* Fees can be paid by electronic transfer, childcare vouchers or cash.
* Any child dropped off before 9.20am will be charged £10, which will be added to the next invoice.
* A charge of £10 will be applied for any child picked up after 3.30pm, which will then be added to the subsequent invoice.
* Fees are charged for booked sessions whether the child attends or not.

## Payment of fees

**Bank Transfer - Business account**

**Name: P2P Coaching or Mr Louis Allan Lynch**

**Sortcode: 20-31-06**

**Account Number: 83094030**

**Please write your son’s name as a reference**

Fees are reviewed annually. P2P will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the manager at the earliest opportunity. Any queries regarding fees should be directed to the manager.

Parents and carers must make sure that the balance is cleared 7 days before the start of the course. If not, your place will be cancelled.

If outstanding fees are not paid, P2P will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with the manager as soon as possible.

Where there is no explanation for repeated late payment, the manager will contact the parents or carers to discuss payment options. The manager may issue a formal warning to the parent or carer informing them that continued late payment will result in their child’s place at P2P being withdrawn.

If the fees remain unpaid after all the above options have been explored, P2P may have to cancel the child’s place.

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| This policy was adopted by Louis Lynch and Connor Mills | Date: 12/02/24 |
| To be reviewed: 12/02/25 | Signed: Louis Lynch |

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Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and records [3.74]*